MindManager

For advice on accessing this and other resources please go to *www.abdn.ac.uk/atech*

MindManager allows the user to present and organise information in a graphical format radiating from a central topic. A very flexible tool, it can include a wide variety of types of information and integrates well with Microsoft Office.
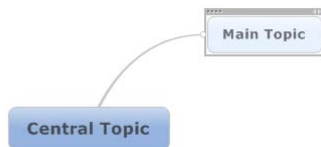
How to…

Create a map

- Click **File New** or click the **New button** on the **Quick Access toolbar**.
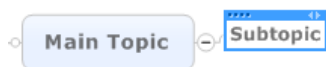
Create Main Topics

- Click on the Central Topic text box.
- Press the [**Enter] key.**

Create Sub Topics

- Click on a topic text box.
- Press the [**Insert**] key

Create topics at the same level

- Click on a topic text box.
- Press the [**Enter**]key.

Add/edit text to Topics

- Click and drag inside the text box to select the text.

- Type or edit text
- **Click outside the topic** or press the [**Esc**] key to enter the text.

Add additional information to a topic

- Click the **Insert tab** and choose from the Topic Elements section to add **notes**, **hyperlinks**, or **attach** a **file**.
- Type a note, web address or browse to a file on your computer. Click OK.
- An icon will appear alongside the topic text box- **click the icon to go to the item**.

- Notes appear in the Notes pane; Hyperlinks and attachments open in the browser pane.
  Tip: Remember to type www.at the start of the hyperlink address

Re-structure a map

- Drag and drop a topic to its new position.

Number the topics

- Select the main topic for a group
- Click **Insert Numbering** from the **Topic Elements** section
- Click the numbering style required
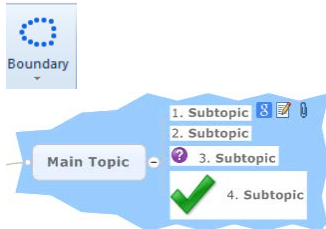
Add images and icons to topics

- Select the topic and click **Insert Image** from the **Topic Elements** section or **Insert Icons** from the **Markers** section
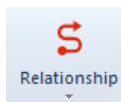
[Title]

Emphasise Topics

- Click the topic and click the **Boundary** button on the Home tab.
- Click the drop-down arrow on the Boundary button and choose Format Boundary to change the shape and colour of the boundary.

Create your own links between topics

- Click the top part of the Relationship button on the Home tab
- Click and drag from one topic to another to create the link
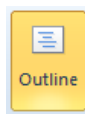- Click the link then click the drop-down arrow on the Relationship button to change the appearance

Focus on an individual group of topics

- Select the Main topic
- Click **View Branch Show Branch Alone** or press the **F4** key

Tip: Press F4 again to restore the rest of the topics

View the map as an outline

- Click the View tab, then the Outline button in the Document Views section

Create tasks

- Select a topic
- Click the Task tab, then click the Show Task Pane button
- Use the Task Pane to set priorities, start dates, end dates and durations for the task

Save the Map

- Click File Save and choose the format- maps can be saved in a variety of formats, e.g. as a mindmap, image, e.g. jpeg or PDF. They can also be exported to Microsoft Office (see below)

Export a map to Microsoft Word

- Click **File Export** and choose **Export to Microsoft Word** to create an outline of your map, which you can edit in Word.

Create slides and export to Microsoft PowerPoint

- **Right-click** a topic and choose **New Slide from Topic** from the menu.
- Click the **Slides button** in the **Slides pane** and choose **Export Slides to Microsoft PowerPoint.**

Further Information